

Electronic Order Processing

Over the course of 2018, the Court will begin using the Electronic Order Capability of CM/ECF.

As of August 1, 2018 - all orders in Judge Walrath's and Judge Silverstein's business cases will be entered electronically.

In preparation for this implementation, an additional step will be required to upload a saved PDF image using the Order Upload event under the Bankruptcy menu. Motions and proposed orders will continue to be filed as they are now, but upon submission of the Certificate of No Objection or Certification of Counsel, the order must be uploaded.

In cases where the motion is scheduled for a hearing, the proposed order should be uploaded at the time the Notice of Agenda is filed, or as soon as reasonably possible thereafter.

The proposed order must allow 4 inches of blank space at the end of the order for the Judge's signature and date. Do not include a signature line nor a date line, as they will be included with the Judge's electronic signature.

Pro hac vice motions should be formatted to allow the signature on the bottom of the last page. Local Form 105 is designed to be a single page order, however if you add additional content that moves the text to additional pages allow 4 inches of blank space at the end of the order, the signature will be entered on the last page.

Please review the electronic learning module titled [Uploading a Proposed Order for Electronic Signature](#) that will demonstrate the additional steps required for electronic order processing.

Please note: this is only required in business cases, there is no change associated with the procedures for consumer cases. In addition to the electronic entry process described above, counsel is still required to submit hard copies of proposed orders to Judges' chambers.